

## **Board of Vocational Rehabilitation (South Dakota's State Rehabilitation Council)**

### **Public Comment at Board Meetings**

#### **Role and Responsibilities of the Board**

- Gives advice to and works in partnership with the general vocational rehabilitation agency in South Dakota
- Plays a significant role in ensuring that the vocational rehabilitation program operates effectively and remains responsive to the needs of those served.
- Works in partnership with the Division of Rehabilitation Services in developing policies, planning activities, evaluating program effectiveness and carrying out other functions related to the vocational rehabilitation program.
- The working relationship between the Board and the Division is a partnership focused on ensuring that individuals with disabilities receive appropriate, timely, and effective vocational rehabilitation services.

Public comment and ideas are valuable to the Board of Vocational Rehabilitation (Board).

At each meeting time is set aside for "Public Comment". Public comment may be in person, written, oral or electronic communication. Individuals may address the Board on any topic during this time using the following guidelines:

- If you wish to address the Board, it is recommended that you call Board staff at 605.945.2207 or email [colettew@sd-ccd.org](mailto:colettew@sd-ccd.org) at least 15 days prior to the day of the Board meeting. You will be asked to provide your name and home community, as well as the focus of your comments.
- Once the Chairperson has announced the Public Comment Period, persons wishing to comment must be recognized by the Chairperson prior to doing so.
- There is also the ability to make Public Comment via a conference call if the necessary arrangements are made with Board staff at least ten days prior to the meeting.
- If you appear in person and wish to provide a written copy of your comments please bring copies for distribution at your discretion.
- If you are not able to appear in person and wish to provide your comments in writing email or mail them to staff at least ten days prior to the meeting. Staff will provide copies to all Board members.
- Groups wishing to address the Board should do so through a single speaker.
- Personal attacks and personnel matters will not be permitted.
- The Board may respond to or ask questions of those making Public Comment.
- The Board agenda will allow 15 minutes for Public Comment. If you need more information, please contact Board staff at 605.945.2207.
- Individuals with a dispute regarding their application/eligibility and/or a service delivery should utilize the Division's Due Process Procedures. (Contact Bernie Grimme for further information 605.773.3195).

Your cooperation is appreciated. Thank you.

**BOARD OF VOCATIONAL REHABILITATION (BVR)  
&  
BOARD OF SERVICE TO THE BLIND AND VISUALLY IMPAIRED (BSBVI)**

**AmericInn, Ft. Pierre, South Dakota**

**Joint New Member Orientation for BVR and BSBVI Members**

**Thursday, December 5<sup>th</sup>, 2013**

**1:15 PM** Welcome and Introductions

Staff: Bernie Grimme, Colette Wagoner and Gaye Mattke

History of Vocational Rehabilitation (SRC Training Module – 10 minutes)

Overview of the Rehabilitation Act (SRC Training Module – 15 minutes)

Vocational Principles and Policies (SRC Training Module – 13 minutes)

**2:30 PM** Organizational Outline

Federal – Rehabilitation Services Administration

State – South Dakota Department of Human Services

Divisions of Rehabilitation Services & Service to the Blind and Visually Impaired

Relationship of DRS & SBVI to other state agencies

Examples: Division of Developmental Disabilities, Department of Education, Department of Labor and Regulation, Bureau of Human Resources, Department of Social Services

Relationship with Organizations/Entities:

Centers for Independent Living, Mental Health Centers, Community Support Providers

Role of State Rehabilitation Council (SRC Training Module – 11 minutes)

Infrastructure of the State Rehabilitation Council (SRC Training Module – 12 minutes)

**3:45 PM** - Overview of the Client Assistance Program – South Dakota Advocacy Services

**4:30 PM** The Boards Separate

BVR Members will cover housekeeping items – Reimbursement/travel forms

**5:00 PM** Conclude for the Day

## **Friday, December 6<sup>th</sup>**

### **8:00 AM      Boards Meet Together**

Welcome & Introductions – Chairpersons of BVR and B/SBVI and Division Directors

Special Education's Indicator 14 – Melissa Flor

Governor's Task Force "Employment Works" – Eric Weiss & Gaye Mattke

State Workforce Development Council – Bill Molseed

Comprehensive Statewide Needs Assessment – Bob Jahner (1 ½ hour)

American Indian Vocational Rehabilitation Programs – Lyle Cook

Statewide Independent Living Council Update – Bernie Grimme & Matt Cain

### **11:45 AM      Working Lunch Provided for both Boards – On Site**

### **1:15 PM              Separate Meetings for BVR and BSBVI**

### **Board of Vocational Rehabilitation Meeting**

#### **1:15 PM**

Welcome and Introductions – Elaine Roberts, Chairperson

Opening Actions

Reminder of Meeting Protocol

Approval of Meeting Agenda

Approval of Minutes

    Board's September 12/13, 2013 Meeting

    Board's Executive Committee November 14<sup>th</sup> Meeting ?

Time for Public Comment – Elaine Roberts

Announcements

Division Director's Report – Eric Weiss

- a) Director's Comments
- b) Legislative Session
- c) Division's Budget
- d) Survey of Parents of Children with Hearing Loss
- e) Fall Conference

Federal Fiscal Year 2013 Year End Report - Bernie Grimme

Staff Updates – Colette Wagoner

Annual Report to the Governor & RSA Commissioner

Governor's Awards Ceremony & Reviewers for 2014

NDEAM Activities (October 2013 and planning for 2014)

Brainstorming Time

Employment events, dialogue with employers, public meetings

Other Business

Closing Actions

Future Agenda Items

Schedule Next Meeting

Adjournment

3:00 PM Travel Home ☺

Any individuals attending the meeting who will require an accommodation for a disability in order to participate in the meeting (e.g., sign language interpreters, assistive listening devices, materials in alternative format) should submit a request to Board staff at 1-800-210-0143.

Please request these accommodations no later than **10 days prior to the meeting** in order to ensure accommodations are available.

## **Meeting Protocol**

- ❑ Be prompt in attending Board of Vocational Rehabilitation (Board) and committee meetings.
- ❑ Only one person speaks at a time. In order to obtain the floor and address the Board, all in attendance – members, staff and public – must be recognized by the Chairperson and given permission to do so.
- ❑ To gain recognition of the chairperson, raise your hand and/or address the Chairperson as appropriate i.e., Mr. Chairperson; Ms. Chairperson.
- ❑ If two or more members seek recognition of the chairperson at the same time, the chairperson will determine the order in which they will be invited to address the Board.
- ❑ If a person has already spoken to the issue, and wishes to speak to it again, others who have not yet spoken to it will first be given the opportunity to speak.
- ❑ Private conversations are not to be conducted during the meeting. The chairperson has the authority to ask others, who have not been given the floor, to refrain from talking while someone else has the floor (this is true for all in attendance – members; staff; public).
- ❑ Remind participants that this is the time to say something, if they have something to say. It will do little good for them to express their dissatisfaction with what was said or agreed upon after the meeting is over.
- ❑ People need to speak on the subject being discussed.
- ❑ Comments and discussions need to address issues.
- ❑ Listen alertly and with an open mind.